

Santa Monica Mountains National Recreation Area

Museum Scope of Collection Statement

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Santa Monica Mountains National Recreation Area Museum Scope of Collection Statement

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Executive Summary

Director's Order #24: NPS Museum Collections Management, requires each park to possess an up-to-date Scope of Collection Statement to "...to identify the scope of collecting activities and define the purpose of the collection." This stand-alone museum planning document succinctly defines the scope of the park's museum collection holdings; at present and for the future. It is derived from the park's mission, as well as applicable laws and regulations pertaining to museum collections. The Scope of Collection Statement is the critical basis for managing museum collections—detailing *what* the park should collect, *how many*, and *why*.

An up-to-date Scope of Collection Statement helps to ensure that the park's museum collection is relevant to, and supportive of the park's mission, resource management goals and objectives, and public service and stewardship responsibilities. It guides the park in the acquisition and management of those museum objects that contribute directly to the park's mission, as well as those additional collections that the Service is legally mandated to preserve

Introduction

Purpose of the Scope of Collection Statement

This Scope of Collection Statement defines the scope of present and future museum collection holdings of Santa Monica Mountains National Recreation Area that contribute directly to the understanding and interpretation of the park's purpose, themes and resources, as well as those objects that the Service is legally mandated to preserve. It is designed to ensure that the museum collection is clearly relevant to the park and protect against the arbitrary growth of the collection.

Specifically, the Scope of Collection Statement:

- defines the purpose of the park's museum collection
- sets agreed upon limits that specify the subject matter, geographical location, and time period(s) to which the collection must relate
- evolves from legislation and planning documents specific to the park, and from laws, regulations, and NPS policies governing research and specimen collection conducted within park boundaries
- states what types of objects will be acquired to fulfill the park's mission
- considers collection use, restrictions, and the ability of the park to provide a level of care consistent with NPS and accepted museum standards

Although mandated by Director's Order #24, an up-to-date Scope of Collection Statement is not simply just another Servicewide requirement—it is also a critical management tool—possession of which by an institution is an accepted worldwide museum standard. If a museum lacks an appropriate, current, and well-designed Scope of Collection Statement (sometimes termed an "Acquisitions Policy") its collections will undoubtedly become irrelevant to its mission, themes, goals, users, and stakeholders. *An up-to-date Scope of Collection Statement is therefore an important component of every museum's public trust obligations; a responsibility that can be neither ignored nor deferred.*

Park History, Purpose, and Significance; and How the Museum Collection is Relevant

Santa Monica Mountains National Recreation Area was established by Congress and signed into law on November 10, 1978 (Public Law 95-625, Sec. 507, the National Parks and Recreation Act of 1978).

This legislation states that:

- (1) there are significant scenic, recreational, educational, scientific, natural, archaeological, and public health benefits provided by the Santa Monica Mountains and adjacent coastline area;
- (2) there is a national interest in protecting and preserving these benefits for the residents of and visitors to the area; and
- (3) the State of California and its local units of government have authority to prevent or minimize adverse uses of the Santa Monica Mountains and adjacent coastline area and can, to a great extent, protect the health, safety, and general welfare by the use of such authority.

It also states that the critical purposes requiring action are:

- preservation of beaches and coastal uplands
- protection of undeveloped inland stream drainage basins
- connection of existing state and local government parks and other publicly owned lands to enhance their potential for public recreation use
- protection of existing park roads and scenic corridors, including protection of the Mulholland Scenic Parkway Corridor
- protection of public health and welfare
- development and interpretation of historic sites and recreation areas to include but not be limited to parks, picnic areas, scenic overlooks, hiking trails, bicycle trails, and equestrian trails.

In summary, the legislation states that:

“The Secretary shall manage the recreation area in a manner which will preserve and enhance its scenic, natural, and historical setting and its public health value as an airshed ... while providing for the recreational and educational needs of the visiting public.”

Although the establishment of a museum collection per se. is not mentioned in the 1978 enabling legislation, it is quite reasonable to equate the language concerning “historical setting, scientific, and archeological” as rationale for the establishment (and continued maintenance) of such a collection, particularly archeological and historical objects and scientific specimens whose *in-situ* preservation cannot be assured. However, because the enabling legislation does not specifically define what the park’s “historic, scientific, and archeological” include, it is necessary to refer to various park planning documents, chiefly the General Management Plan and the Long-Range Interpretive Plan.

General Management Plan

The *General Management Plan* (2002) proposed a combination of traditional approaches for managing resources, providing for recreational use, and cooperative land use management for local jurisdictions and landowners. In accordance with NPS *Management Policies* (Dec 1988), the following management objectives have been identified, providing a framework for fulfilling the recreation area's purpose.

- Protect and perpetuate the natural, cultural, and scenic resources, giving special attention to endangered and threatened plants and animals, significant ecological areas, and Native American Indian and historic sites.
- Work actively to eliminate, minimize, or mitigate the impact of threats to natural and cultural resources and to improve regional air and water quality.
- Provide a variety of outdoor recreation and learning opportunities that reflect mountain and coastal resource diversity.
- Ensure the opportunity for a full range of experiences to serve regional and national visitors, including the young, the elderly, the transit dependent, and people from a diversity of ethnic and social cultures.
- Establish facilities needed for information, orientation, recreation, interpretation, education, and recreation area maintenance and operations; adapt existing structures or have such facilities provided by others whenever possible.
- Create an awareness of the unique and inherent values of mountain and coastal resources, and the opportunities and limitations they present for private stewardship, especially for urban residents and landowners.
- Recognize and enhance the opportunities to create partnerships and share responsibilities with state and local governments and the private sector to protect resources and provide recreational and educational services in ways appropriate to the rules, authorities, and capabilities of the partners.
- Be a good neighbor to other landowners, help to protect their interests and rights, and consider their concerns.

Recognize the importance of the relationship between mountain and coastal resources in all programs and activities.

Draft Historic Resource Study

The draft Santa Monica Mountains National Natural Area Historic Resource Study (2009) identifies the most significant historic themes and subthemes of the Santa

Monica Mountains. Like all Mediterranean Ecosystems, the Santa Monica Mountains has attracted human populations over time resulting in complex historical interactions.

- Historical Themes
- Indigenous History and Adaptations
- European Exploration by Sea and Land
- Population Demographics: Settlement Patterns in the Santa Monica Mountains
 - Growth of Transportation
 - Land and Title
- Recreation
- Resource Utilization
 - Water Development
 - Agriculture
- Art , Literature and Cinema
- Engineering
- Commerce
- Political and Military Events
- Cultural Effects on Natural Resources
- Historic Preservation

Long-Range Interpretive Plan

The Long-Range Interpretive Plan defines a five to ten-year vision for the park's interpretive program; one that addresses all media and personal services. The Plan also identifies the primary interpretive themes of the park, themes that should link the museum collection, interpretive program, and park's cultural and natural resources.

The *Santa Monica Mountains National Recreation Area Long-Range Interpretive Plan* (Draft, 2004) identifies the following four primary interpretive themes:

- 1. Escape / Open Space.** In a vast expanding urban area, the open space of the Santa Monica Mountains provides an oasis for inspiration and renewal.

Topics:

Educational and recreational opportunities

Recreational resources

Diverse, pleasing, natural and cultural landscape

Opportunities to experience solitude, contemplation and inspiration

Cultural and environmental responsibility

Gateway between the urban environment and the natural world

- 2. Human Use / Cultural.** For over 10,000 years, people have shaped the land just as the land has shaped the people. These processes continue today.

Topics:

Agricultural history of area
Tongva / Gabrielino
Spanish / Rancho history
Records of thousands of years of human interaction with the area
Human spirit and imagination reach beyond geographic limitations
Chumash trading networks
Industry – film, aerospace, water distribution and transportation
Global perspective on continuing relationship between land and people
Evolving cultural landscapes of this region

- 3. Ecosystem.** The Mediterranean – type ecosystem exists in only five places in the world. In a growing urban environment, Santa Monica Mountains National Recreation Area preserves one of these rapidly diminishing resources.

Topics:

Examples of the rare, dynamic, diverse Mediterranean - type ecosystem
Factors creating the unique Mediterranean - type climate
Diversity of individual organisms and processes
Ever changing landscape
Local and global human impacts
Preservation for the enjoyment of present and future generations
National and global significance of Santa Monica Mountains NRA

- 4. National Park Service.** Santa Monica Mountains National Recreation Area is a gateway for discovering America's natural wonders and cultural heritages – and the need to preserve them.

Topics:

An island of parklands buffeted by urban development and challenges
Need for balance of development and preservation
Awareness of natural and cultural resources foster environmental ethic
Challenges from non-compatible activities
Cooperation between public and private organizations
Parks enhance the quality of life
Value of wise use, responsible development and preservation
How parks support humans in terms of ecosystem services, clean water, and water purification

Resource Management Plan

The *Resource Management Plan* December 1994 defines the park's major resource needs and proposes actions to investigate and manage or to mitigate their impacts. The museum collection supports the park resource management program by maintaining baseline data on natural and cultural resources to which future changes

may be compared. The herbarium collection exemplifies this. Likewise, the archives and photographic collections provide textual and visual information on past research projects and park history.

Laws, Regulations, and Conventions Related to National Park Service Museum Collections

A number of Federal statutes, Departmental regulations, and Servicewide policies require and/or authorize parks to maintain and manage museum collections. For example, Federal law states that archeological collections and retained natural science specimens recovered from within park boundaries remain property of the United States Government, to be managed by the National Park Service (43 CFR 7.13 and 36 CFR 2.5g). However, this does not pertain to items subject to the *Native American Graves Protection and Repatriation Act of 1990* (NAGPRA). Likewise, several international treaties, which have been signed and ratified by the United States Government and subsequently codified into Federal law, are applicable to NPS museum collections as well.

For additional information, refer to the NPS *Museum Handbook*, Part I, Appendix A, which includes a detailed listing of the various laws, regulations, and conventions related to NPS museum collections.

Types of Collections

The museum collection is directly related to the cultural and natural history of the Santa Monica Mountains. The legal mandates, interpretive themes, and resource management goals and objectives stated in the Introduction of this Scope of Collection Statement provide guidance for acquiring objects for the park's museum collection. This collection is divided into two major categories: cultural history and natural history.

Natural Science Collections

The purpose of the park's natural science collections is to support scientific research and resource management; ensure quality environmental education opportunities for park visitors (especially schoolchildren), researchers, and the general public; provide baseline data of park natural resources; document changes these resources are undergoing because of internal park conditions and external effects; provide a database for researchers concerned with resources use by the park's prehistoric occupants; preserve important or locally significant species collected in response to specific research on interpretive needs; guarantee the protection of important paleontological specimens whose in-situ preservation cannot be assured.

The park's natural science collections will support these goals through retention of appropriate, well-documented specimens. The future growth of these collections will be restricted to specimens and associated records generated through:

1. Scholarly research and selective acquisition based on:
 - Needs identified in the park's General Management Plan, Resource Management Plan, and other applicable park planning documents and resource studies
 - Servicewide initiatives such as the Natural Resource Challenge
 - Scientific research conducted within park boundaries, as authorized through the use of the NPS Research Permit and Reporting System
2. Inventorying and Monitoring Activities
3. Regulatory and compliance activities such as those mandated by the *National Environmental Policy Act of 1969 (NEPA)*, as amended

Scholarly research may be conducted by park or academic scientists. All collecting activities must be in compliance with 36 CFR 2.5, the Research Permit and Reporting

System, Director's Order #77: Natural Resource Protection (under development), and NPS *Natural Resources Management Guideline* (1991). All researchers must comply with applicable state and Federal laws regulating collecting, documenting collections, and other associated activities. No collector (including park staff) can work in the park without first obtaining a signed permit. The collections section of the permit application must be completed, documenting where collections of specimens and associated records will be housed. Questions related to collecting within the park should be addressed to the park's Research Coordinator.

Note: *Director's Order #24: NPS Museum Collections Management* requires that all project budgets include funding for the basic management of collections that are project-generated. Collections management includes cataloging; labeling; conservation examination and treatment (including specimen preparation); initial storage of objects and specimens; and organization and storage of project documentation, including appraisal, arrangement, description, finding aid production, and appropriate archival housing.

Natural science specimens collected outside the Santa Monica Mountains and Simi Hills ecological region will not be included in the collection unless the specimens are required to illustrate interpretive exhibits, to augment specific park-related research projects, or to demonstrate effects on park resources. Written permission from landowners or appropriate officials must be obtained whenever collecting occurs on lands owned by other agencies or private individuals. This documentation or copies must become part of the museum collection's accession file.

Taxidermy "mounts" and freeze-dried specimens will be obtained only when a specific need (such as for an exhibit) is identified. Specialty collections such as frozen or other types of tissue samples are beyond the capability of the park to preserve. If they are collected and held by other repositories, they will be accessioned and cataloged in the park's collection. Soils and other environmental monitoring samples will only be added to the museum collection if retained (not totally consumed in analysis). Such samples must result from an authorized park research project.

Organization of Natural Science Collections

These collections are divided into three disciplines: biology, geology, and paleontology. The following discussion identifies the various categories of specimens that are to be included in the museum collection and notes current representation.

Biology Collections

Vegetation Collections

The herbarium currently contains over 400 specimens. Future collections activity will be limited to the acquisition of specimens collected during park resource management activities, inventorying and monitoring, and other authorized scientific research projects. Future collection will be limited to reference specimens, including root, stem, flowers, and fruit of species growing within the Santa Monica Mountains and Simi Hills region. Individual collections may concentrate on specific portions of this region. The herbarium collection should reflect the floristic diversity and local variation found in the park. Multiple samples of any species may be preserved to show size, form, or color variation. A limited collection of lichen, bryophyte, algal and fungal specimens may also be maintained for reference purposes. In order to increase access and enhance researcher's capability to assess the park flora in the context of the regional flora, comprehensive collections and collection of unique specimens made in association with floristic and vegetation studies will be housed at appropriate local university repositories under current repository agreements with the park.

Mammals

The mammal collection is relatively small with two rodent specimens from a 1988 study. Future specimens may represent species of non-endangered mammals occurring in the Mountains. Study skins and skulls of an adult male and female, and an immature individual if the young show significant differences from the adults, and a minimum number of forms needed to show seasonal and transitional stages of pelage, may be collected. If storage is available, one complete skeleton obtained as a result of accidental death, and one set of casts of tracks of fore and hind feet, may be included. A similar series may represent important local varieties. Endangered, threatened, or rare mammals accidentally killed may also be added to the collection.

Birds

The collection does not contain any bird specimens. Future collections activity will be limited to the acquisition of retained specimens collected during park resource management activities, inventorying and monitoring, and other authorized scientific research projects. Minimal expansion of this collection is anticipated. Collections may be made in association with Inventory and Monitoring Program activities. In order to

increase access and enhance researcher's capability to assess the park avian fauna in the context of the regional fauna, these collections may be housed at appropriate local academic repositories under current repository agreements with the park

Reptiles and Amphibians

The collection does not contain any reptile and amphibians. Future collections activity will be limited to the acquisition of retained specimens collected during park resource management activities, inventorying and monitoring, and other authorized scientific research projects. It is anticipated that few such specimens will be added to the collection. Collections may be made in association with Inventory and Monitoring Program activities. In order to increase access and enhance researcher's capability to assess the park herpetofauna in the context of the regional fauna, these collections may be housed at appropriate local academic repositories under current repository agreements with the park

Marine

The collection does not contain any marine collection. Future collections activity will be limited to the acquisition of retained specimens collected during park resource management activities, inventorying and monitoring, and other authorized scientific research projects. It is anticipated that few such specimens will be added to the collection.

Invertebrates

The collection does not contain any invertebrates. Future collection activity will be limited to acquisition of retained specimens collected during park resource management activities, inventorying and monitoring, and other authorized scientific research project. In order to increase access and enhance researcher's capability to assess the park insect fauna in the context of the regional fauna specimens collected as part of a research project may be housed at approved off site repositories that have a repository agreement established with the park or a loan agreement.

Geology Collection

The collection does not contain any geological specimens. The reference collection may contain two hand-sized specimens of each rock type and formation exposed in the park. More specimens may be included when variations in the composition exist and where the structure of any type of formation requires it.

Future acquisition of geological materials into the museum collection will be limited to those retained specimens collected during park resource management activities and other authorized scientific research projects. It is anticipated that such additional activity will be minimal.

Paleontology Collection

The collection currently contains over 200 specimens, including petrified wood, scallops, and other invertebrate fossils removed from the park by staff and visitors.

Future Paleontological materials will only be collected by NPS staff or researchers having an approved permit issued in accordance with 36 CFR 2.5 and Antiquities Act of 1906. It is anticipated that small collections of additional paleontological specimens may be acquired by the park in the future, resulting from authorized scientific research, compliance activities, or other resources management initiatives.

Uncontrolled surface collecting by visitors and park staff is prohibited. If materials gathered through unauthorized collection by a visitor are turned in to park staff, appropriate measures must be taken to ensure that the visitor collects no more material, that precise provenience information is recorded, if possible, and that the objects/data are promptly delivered to the Chief, Planning Science and Resource Resources Management. These materials will be considered for return to the gathering site or placement in the collection based on their paleontological value.

Natural Science Collections Associated Records

All original records (or archival copies thereof) associated with retained natural science specimens will be accessioned into the museum collection. Archival collections of this nature supplement future researchers' understanding of these specimens. Such records include field notes; daily journals; maps and drawings; photographic negatives, prints, and slides; videotapes; sound recordings; raw data sheets; remote sensing data; copies of contracts; correspondence; repository agreements; specialists' reports and analyses; reports and manuscripts; specimens inventories and field catalogs; analytical study data; computer documentation and data; tabulations and lists; reports on all scientific samples lost through destructive analysis.

Cultural Collections

The purpose of this collection is to increase knowledge and inspiration among present and future generations through exhibits, research, and interpretive programs; support research, resource management and education; provide baseline data of park cultural resources; document changes these resources are undergoing because of internal park conditions and external effects; to guarantee the protection of important objects whose in-situ preservation cannot be assured.

Objects and archival collections to be acquired for the museum collection must possess a direct association to the park. Items which lack such association will not be acquired;

nonetheless, the park will attempt to assist the potential donor in locating a more suitable institution to receive his/her gift.

The cultural collection must support these goals. This will ensure that only relevant objects and archival materials are accessioned into the collection. Future growth of the collection should be restricted to items related to:

1. interpretive and/or research needs identified in the park's General Management Plan, Long-Range Interpretive Plan, Historic Resource Study, historic furnishings reports, exhibit plans, and other applicable park planning documents and resource studies
2. enhancing understanding of and promoting increased stewardship of the park's cultural resources
3. cultural resources baselines/inventorying and monitoring activities
4. regulatory and compliance activities such as those mandated by Federal law and NPS policies (see *Museum Handbook*, Part I, Appendix A, for a listing of all laws, regulations, and policies relevant to NPS museum collections)

Organization of Cultural Collections

The cultural collection is subdivided into three disciplines: archeology, history, and archives. The following list identifies, by discipline, object types appropriate to the park's museum collection and, as needed, notes current representation.

Archeology Collection

Archeological collections are generated in response to cultural resource management requirements related to legal mandates, development of park facilities, preservation-related activities, research requirements, and interpretive needs. The archeological collection includes artifacts, human remains, and other materials obtained using archeological methods.

As per 43 CFR Part 7, any archeological materials discovered within the park (except inalienable and communal property, as defined by NAGPRA) are the property of the United States and will be maintained as a part of the park's museum collection. The park has no collections subject to NAGPRA at this time.

Artifacts and Specimens

Archeological research projects within the park may result in the collection of artifacts, ecofacts, or other data.

Park staff and visitors should not pick up surface artifacts. Surface artifacts should be left in-situ and their location documented. If materials are collected and brought to park staff, appropriate measures must be taken to ensure that the visitor collects no more material, that precise provenience information is recorded, if possible, and that the objects/data are promptly given to the museum staff upon receipt by staff members.

The park's archeology collection includes:

Indigenous (Prehistoric) Materials

The collection contains Native American artifacts from the Zuma Overlook Site, the Decker Road Site, items recovered during the 1993 Archaeological Survey Project, items from the Rancho Sierra Vista Road Site, items recovered from Solstice Canyon construction monitoring, and items collected during the surveys after the Topanga Fire and the 2007 Corral Fire. Although additional collections reside in other repositories collected before the creation of the park, the park nonetheless possesses an important component collection consisting of projectile points, flaked stone, ground stone, shell beads, and other materials.

Park staff and visitors are discouraged from picking up surface finds. Artifacts found on the surface should be returned to their original location, if possible. Where high quality artifacts are discovered on the surface, they will be retrieved, cataloged, and stored. All other artifacts of lesser value and greater quantity will be left in place for possible future study or excavation. Miscellaneous artifacts without provenance may be used for demonstration and teaching (consumptive) purposes only if they are not cataloged into the collections. When surface finds are collected, a site update form will be completed and filed with the South Central Coastal Information Center, Cal State University, Fullerton.

Donations of archeological materials from locations within the Santa Monica Mountains zone but not from NPS-owned lands may be considered if the collections have research value related to the park's prehistory. Archeological collections endangered from being destroyed, lost, or abandoned will be given priority for consideration. Acceptance of such items will depend upon the value to the park, the availability of suitable storage space, and object maintenance requirements. If collection is related to mitigation requirements for a commercial development, collection will not be accepted unless a suitable donation is made to cover the cost of processing and storage.

Historic Archeological Materials

The collection contains historic archeological material from historic sites related to ranching, homesteading, agriculture, space technology, filming, and recreation,

Confiscated Archeological Objects

These are objects recovered from unauthorized and illegal activities, primarily violations of the *Archaeological Resources Protection Act of 1979* (ARPA). Such items may include unearthed artifacts, ecofacts, and human remains illegally excavated or uncontrolled surface collecting by unauthorized individuals within the park boundaries. The collection currently contains no such items.

Associated Field Records

All original records associated with archeological collections are retained as part of the museum collection. These records include field notes and catalogs, daily journals, drawings and maps, photographs and negatives, slides, sound recordings, raw data sheets, instrument charts, remote sensing materials, collection inventories, analytical study data, conservation treatment records, computer documentation and data, as well as any other documents generated through archeological activity.

History and Art Collection

Only historic material that has a direct association with the park is included in the museum collection. The current history collection consists of 7167 items. It is expected that this collection will remain limited to historic objects specifically related to:

1. the park
2. past activities within the park boundaries
3. personal effects of individuals important to Mountain history; artifacts which illustrate historic occupation and activities (such as homesteading, farming, ranching, scientific exploration, recreation and film making)
4. objects related to park visitor use and appreciation; and other similarly documented materials
5. park employees (including various partners and volunteers)
6. park commemorative events; for example, the 25th anniversary of the park's establishment
7. oral history recordings of people that lived, worked, volunteered or recreated in park boundaries covering such topics as filming, ranching, space technology, environmentalism, indigenous life, climbing, hiking, mountain biking, and camping.

Other objects that may be acquired for the history collection include:

- Historic Fabric. When original fabric is removed from a historic structure during a preservation or repair project, a representative portion of the fabric will be

preserved and accessioned into the museum collection, along with any associated documentation.

- Historic objects needed to correct an interpretive or research deficiency noted in the park's General Management Plan, Long-Range Interpretive Plan, future exhibit plans, or other planning documents.

Potential donors of historic objects that are not directly related to the park will be referred to the Stage Coach Inn or the Ventura County Museum. The Santa Monica Mountains Recreation Area will not compete for collections with the local museums. The collections should be complementary to that of the park, not duplicative.

Archival Collection

The park's archival collection includes oral histories; photographic prints, negatives, and slides; photographs, blueprints, specifications and other items documenting facility development; materials related to scientific studies and resource management activities. There are currently over 170 linear feet of archival material in the park's collections.

Museum archival and manuscript collections are the non-official records that are not sent to the National Archives and Records Administration (NARA) or to the Federal Record Centers under the ruling of 44 USC 3301 because they were created for the purpose of reference or exhibition. These non-official records are managed as part of the museum collection.

Museum archival and manuscript collections provide evidence of site-related historic and scientific activities, events, resources, groups (such as cooperating associations), and individuals. They also illustrate the evolution of the park during its historic period (prior to its becoming an NPS site) by providing primary information about the construction of structures, development of the landscape, purchase and use of furnishings and equipment, or other work that occurred at the site. Museum archival and manuscript collections provide essential historical detail for exhibits, films, publications, reports, and studies. Such materials are critical to understanding and managing park cultural and natural resources.

Museum archival and manuscript collections (non-official records) may be acquired for the museum collection from non-Federal sources, or may be generated in the course of conducting federal business, such as most resource management records and associated records. The five categories of museum archival and manuscript collections are: personal records, organizational records, assembled collections, resource management records (including associated records), and sub-official records.

1. Personal Records

Personal papers are the records created or accumulated during a lifetime by an individual or family. The personal papers of individuals associated with the park may be acquired. The park currently holds records of park supporter Charlie Cooke, a hereditary chief of the Chumash; Harvey Anderson, former Malibu fire chief; Margot Feuer, one of the early pioneers in the founding of the park; Dr. Mary Gordon, a strong supporter of Friends of Satwiwa and Dr. Chester King, an archeologist who has worked extensively in the Santa Monica Mountains.

2. Organizational Records

Organizational records, or "acquired archives," are collections created by non-NPS organizations as a routine part of doing business. They include correspondence, legal and financial records, and many other basic forms of day-to-day documentation. Organizational records that are related to or associated with the park's mission or history before its establishment may be acquired for the museum collection. The current collection contains the records from the Friends of Satwiwa and Mountains Conservancy Foundation. Some potential non-NPS organizations are the Resource Conservation District, Mountains Restoration Trust, Tree People, Allied Artist, Santa Monica Mountains Trails Council, Lazy J Ranch, Camp Hess Kramer, Camp Bloomfield, Camp Joan Meir, Camp Shalom, Adamson House, Surfriders, and Sierra Club etc.

3. Assembled Manuscript Collections

Assembled manuscript collections, or "artificial collections," are accumulations of documents assembled from multiple sources. These collections are groups of documents that are accumulated from a variety of sources by a collector over time. The different documents in the collection are generally unrelated by provenance. Usually assembled collections are based on a certain theme, on a specific document process or format (such as letters or photographs), or by groups of manuscripts created by one individual or signed by a single person.

4. Resource Management Records

Resource Management records, or "field records," are a sub-set of museum archival and manuscript collections. These records are the documentary products of park cultural and natural resource management projects, including, but not limited to, ruins maintenance, archaeological excavations and surveys, natural science projects, inventory and monitoring, historical architecture research and maintenance, and cultural landscape research and maintenance. These records provide the necessary baseline data for the ongoing management of park resources. Without them, resources cannot be properly managed. Resource management records are generated by NPS employees, volunteers, contractors, cooperating associations, and educational and other institutions.

The *Department of Interior Manual* (411 DM1) defines these records as site forms, field notes, drawings, maps, photographic slides, negatives, films, video and audio cassette tapes, oral histories, artifact inventories, laboratory reports, computer cards and tapes, computer disks and diskettes, printouts of computerized data, manuscripts, and reports made or acquired by the Federal Government to record information on cultural and natural resources for the purposes of reference or exhibition and for preservation of the Nation's natural and cultural heritage.

Future Collections Activity

In accordance with Director's Order #19: Records Management and the NPS *Records Disposition Schedule*, the park's Records Manager and Museum Curator examines all current park files before they are transferred to the National Archives and Records Administration or disposed of, to ensure the retention of copies of important official records in the park. Other materials to be retained include materials related to scientific studies and resource management activities; oral histories, historic resource studies, and similar reports; photographs, blueprints, specifications and other items documenting facility development. Retained materials are managed as part of the museum collection.

Concerning the potential acquisition of additional archival materials from outside the park, such items will be assessed on a case-by-case basis.

Other Types of Collections Not Represented in the Museum Collection

Ethnology Collection

The NPS has defined ethnology as all material culture associated with Native American Indian and other indigenous populations within the culture areas and cultural groups listed in the Cultural Group Listing in the revised sections of the *Museum Handbook, Part II*, on Museum Records, Appendix F.

The Santa Monica Mountains served as an interface zone between two indigenous groups, the Chumash and the Tongva / Gabrielino. Today, Los Angeles has the largest population of Native American Indians in the United States. The Satwiwa Native American Indian Culture Center sponsors a Guest Host Program in which members of many Native American Indian groups take part. As a reflection of this modern diversity, items produced by Guest Host demonstrators are particularly important to acquire, in addition to any ethnographic artifacts attributed to the Chumash or the Tongva.

The park will encourage, exhibit and display collections made by appropriate individuals and institutions that contain ethnographic specimens which represent the people or events which occurred within the NRA boundaries. When ethnographic specimens are needed, priority will be given to actual objects used in the Santa Monica Mountains.

However, if the original is not available, objects may be acquired, including contemporary pieces, that represent similar products or events which occurred within the Mountains. There are thirty-nine ethnographic artifacts currently in the collections,

Library Materials

In general, books and publications, even those produced by Santa Monica Mountains National Recreation Area, will not be accessioned into the museum collection. Exceptions may be made if an evaluation is made that an insufficient number of copies were produced to adequately document the information in the future. Books and other library materials used in exhibits or as furnishings in historic structures will not be accessioned unless they meet the quality criteria for museum objects. Rare and site-associated publications may be managed as part of the museum collection.

For a definition and discussion of rare books, see NPS *Conserve O Gram 19/1*, "What Makes a Book Rare?" NPS policy and procedures for library collections are outlined in NPS *Management Policies* (Dec 88) Chapter 5, and in Special Directive 94-1 (Feb 94), "National Park Service (NPS) Library Program."

This material, though valuable, will not be included in the museum collection and will continue to be managed under the park's library management plan.

Teaching and Research Collection

A small working herbarium has been developed by the park's resource staff. These specimens are located in the park's library at the Anthony C Bieleon Visitor Center. This collection is managed for consumptive use by the Division of Planning Science and Resources Management; it is not part of the museum collection.

Museum Collections Subject to the Native American Graves Protection and Repatriation Act of 1990

The *Native American Graves Protection and Repatriation Act of 1990* (NAGPRA), 25 USC 3001-13, requires, in addition to other actions, a written summary of unassociated funerary objects, sacred objects, and objects of cultural patrimony. In 1993, the park determined that it has no collections that fall within the scope of the NAGPRA categories (unassociated funerary objects, sacred objects, or objects of cultural patrimony). Acquisition of such objects by the park is not anticipated.

NAGPRA requires a written, item-by-item inventory of human remains and associated funerary objects to be completed no later than November 16, 1995.

The park has no human remains and associated funerary objects subject to NAGPRA in its museum collection.

Acquisition of Collections

The park acquires objects for its museum collections by gift, purchase, exchange, transfer, field collection, and loan. Museum objects must be acquired, accessioned, and cataloged in accordance with *NPS Museum Handbook*, Part II, Museum Records. Acquisition of museum objects is governed by the park's ability to manage, preserve, and provide access to them according to *NPS Management Policies* (2006); as well as the various standards for managing museum objects in *Director's Order #28: Cultural Resource Management*, *Director's Order #24: NPS Museum Collections Management*, and the *NPS Museum Handbook*.

In accordance with NPS policy, the park will prohibit the acquisition of gifts with restrictions or limiting conditions. Such restrictions include copyrights; the park will acquire copyrights to all incoming accessions. Incoming loans will be acquired only for a particular purpose such as research or exhibition, and for a specified period of time.

The park will not be a partner to, or encourage in any way, the trafficking in illicitly collected materials. All acquisitions must be collected, exported, imported, transported, or otherwise obtained and possessed in full compliance with the laws and regulations of the country of origin, the United States Federal government (including NAGPRA), and the individual states of the United States of America.

The acquisition of firearms included on the Bureau of Alcohol, Tobacco, and Firearms (ATF) list of prohibited/restricted weapons requires concurrent review by the Regional Curator and the Regional Chief Ranger.

The Superintendent, by delegation, represents the Director of the National Park Service and the Secretary of the Interior in accepting title to and responsibility for museum objects. The Superintendent will ensure that all collections acquired are in keeping with this Scope of Collection Statement before accepting the items as part of the permanent collection. The Superintendent bears the ultimate responsibility for the acquisition and proper care and management of the museum collection. The Superintendent has delegated the day to day care of the collection to the Museum Curator.

All acquisitions must receive formal approval from the Superintendent before they can be accepted into the museum collection. Upon receipt, all newly acquired objects and related documentation must be turned over to the Museum Curator. The Museum Curator prepares, for the Superintendent's signature, all instruments of conveyance, and letters of thanks, acceptance, or rejection, and transmits them as appropriate, to the donor, lender, vendor, or other source of acquisition.

Uses of Museum Collections

The park's museum collection may be used for exhibits, interpretive programs, research, publications, or other interpretive media. The primary considerations for the use of museum objects are the preservation of each object in question and of the collection as a whole.

In accordance with NPS *Management Policies* (2007), Chapters 5 and 7, the park will not exhibit Native American human remains or photographs of those remains. Drawings, renderings, or casts of such remains will not be displayed without the consent of culturally affiliated Indian tribes. The park will consult with culturally affiliated or traditionally associated peoples to determine the religious status of any object whose sacred nature is suspected but not confirmed. These consultations will occur before such an object is exhibited or any action is taken that may have an adverse effect on its religious qualities.

Researchers and other specialists may examine objects and archival materials under the conditions and procedures outlined in *Director's Order #24: NPS Museum Collections Management*, *Director's Order #28: Cultural Resource Management*, *Cultural Resource Management Guideline* (1997), and in the park's written "Museum Collections Access Procedures." Outside researchers must submit a research proposal to the Superintendent for review by the park's Research Coordinator and other staff as appropriate.

Any interpretive use defined as consumptive must be authorized in advance, as outlined in *Director's Order #24* and *Director's Order #28*. The use of reproductions is preferred to the consumptive use of original objects.

Destructive analysis is a legitimate use of museum collections for approved research purposes when the impact is minor or when the object is common, in which case approval by the Superintendent is required. If an object is rare or significant, a request for destructive analysis should be reviewed by the Regional Curator and must be approved by the Regional Director.

Objects may be loaned out to qualified institutions for approved purposes in accordance with NPS *Museum Handbook*, Part II, Chapter 5: Outgoing Loans. Institutions must meet accepted museum standards for security, handling, and exhibition of NPS museum objects. Sensitive materials may require additional conditions prior to a loan commitment. Expenses related to loans of museum objects, including shipping and insurance, will normally be assumed by the borrower.

Photographs of museum objects are made available to the public to provide an indirect use of the museum collection through publications and exhibits (including exhibits on the park website).

All exhibits containing museum objects must have proper security, appropriate environmental controls, and proper mounts to ensure the long-term preservation and protection of the objects.

Restrictions

Restrictions related to the museum collection (in addition to those noted above under “Use of Museum Collections”) are as follows:

In accordance with NPS *Management Policies* (2006) and Director’s Order #24, curatorial staff should consult with traditionally associated peoples and other cultural and community groups for whom the collection has significance. Archeological objects in the museum collection shall be made available to persons for use in religious rituals or spiritual activities in accordance with 36 CFR 79, Section 79.10(c), “Curation of Federally-owned and Administered Archeological Collections.” Requests to borrow non-archeological material for religious ritual or spiritual activities will be addressed on a case-by-case basis.

The park will not approve research on human remains and associated funerary objects without the consent of the affected group(s).

In accordance with applicable Federal law and Servicewide policy, the park may withhold from the public sensitive information concerning: rare, threatened, or endangered species; commercially valuable resources; minerals; paleontological resources; archeological and other cultural resources; objects of cultural patrimony and sensitive ethnographic information; information provided by individuals who wish the information to remain confidential; the identities of individuals who wish to remain anonymous. Inquiries of this nature will be referred to the Regional Freedom of Information Act (FOIA) and Privacy Act Officer for consultation and possible review.

Restrictions may be placed on the publication of images or manuscripts in the museum collection if these materials are subject to copyright, and the National Park Service does not hold the copyright.

All endangered, threatened, or rare plants and vertebrate and invertebrate animals will be collected only when accidentally killed or when dead from natural causes. The collection of threatened, endangered, or rare plant and animal species will comply with NPS policies, the *Endangered Species Act of 1973*, and will be strictly limited according to the applicable rules of the U.S. Fish and Wildlife Service.

Final disposition of type specimens will be determined at the Servicewide level and will adhere to recognized conventions established for specific disciplines.

The park will not knowingly be a partner to or encourage in any way the trafficking in illicitly collected materials.

Management Actions

This Scope of Collection Statement must be reviewed every two years, and be revised when necessary, to remain supportive of and consistent with any changes in the park's mission. Any revision to this document requires the approval of the Superintendent.

The park's Museum Management Plan was approved on September 9, 1999. It includes a discussion of museum storage, staffing, budget, programs goals, acquisition, museum partnerships, consultation planning, public outreach, and a history of the collections.

The majority of the park's natural science collections are housed at outside repositories:

Data sheets collected as part of Air Quality Monitoring Program are held by Air Resources Board, Sacramento, California. Strip Charts are stored by the NPS Branch of Air Quality, Denver, Colorado.

Data collected as part of the Water Quality Monitoring Program are held by the U.S. Geological Survey, Water Resources Division, Sacramento and Santa Barbara, California. This collection includes field notes, raw data and stream constituents.

Voucher specimens have been collected and described as part of the ongoing Santa Monica Mountains lichen inventory. Approximately 350 specimens collected on NPS lands have been curated and are being held in the University of California, Irvine herbarium. This collection includes field notes.

Voucher specimens were collected for a moss inventory of the Santa Monica Mountains. Approximately 100 specimens collected on NPS lands have been described and curated. Work is ongoing. The vouchers are being held at the California State University, Northridge herbarium. This collection includes field notes.

Vascular plant specimens have been collected, described and mounted as part of an update of the Santa Monica Mountains and Simi Hills Vascular Plant Flora. To date, approximately 100 specimens have been described, curated and are being held at the University of California, Los Angeles herbarium. This herbarium also houses specimens collected on NPS properties prior to their acquisition by NPS. This collection includes field notes and detailed species descriptions based on collected material.

Other than this monitoring data, there are no park collections known to be stored outside Santa Monica Mountains National Recreation Area.

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